



# PLANNING FOR AGILE

## A Checklist for Scrum Adoption v1.1

Use this document as a planning tool for the most common activities that need to be completed to successfully use Scrum for a new team.

### Preparation for Success with Scrum

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- Does everyone understand “Why” we are pursuing Agile and Scrum? If not, what action needs to be taken?
- What are the Organizational structures supporting Agile?
- Has an Agile Champions team been established to support the Agile initiative? Who is the most senior executive sponsor?
- What are the organizational impediments to Agile?
- What are the success measures for the initiative, that is, how will we know if things are improving? Are there baseline metrics for these? What can we do to capture the baseline?
- Are expectations being properly managed for the culture change?

### Getting Started

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- Has a Kickoff meeting been planned to include the team members and stakeholders?
- Is the mission of the team clear?
- Have we created the initial product backlog and roadmap?
- Have we outlined possible or desired releases for the product?
- Have we identified an initial sprint length and potential start date for the first sprint?
- Have all the team startup activities been planned and owners identified?

### Scrum Team Formation

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- Does each Dev Team have all the needed cross-functional skills? Can the team members be 100% dedicated? Are they or can they be co-located?
- Have we identified a competent (or trainable) Scrum Master?
- Do we have an empowered and available Product Owner, willing to give Scrum a fair trial?
- Have we identified the necessary support roles outside the team?
- Do we have a plan for dealing with teams that will interface with the Scrum team?

### Physical Environment, Infrastructure and Tools

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- Do we have a space appropriate to co-locate all team members and have them work together?
- Have we provisioned whiteboards, flipcharts, TVs/projectors, web cameras, speakerphones and other supplies and equipment?
- What tool will be used for Backlog management?
- Can physical task boards be used for team-level work?
- Have the development and testing environments been identified and provisioned?
- Have test automation tools/frameworks been selected and provisioned?
- Have the tools for integration and deployment been selected and provisioned?

### Knowledge/Skills Assessment and Development Plan

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- Have we assessed the team on their Agile/Scrum process skills?
- Have we completed a technical skills assessment? Do we have a plan to hire/contract to fill gaps?
- Have we assessed role-specific soft skills?
- Have we developed a training plan to address technical skill gaps?
- Have we accounted for Agile and Scrum training for the Dev Team, Product Owner, and Scrum Master?

### Organizational Environment

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- What are the current governance and documentation requirements?
- What is the current organizational chart? What will it look like with Agile/Scrum teams?
- Who are the key Stakeholders for the team? What is our plan for ongoing engagement with those stakeholders?
- What is our PR/Communication plan for this agile initiative?
- What meetings or other communications are planned now to engage our key Stakeholders?

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